



U.S. Immigration  
and Customs  
Enforcement

## U.S. Immigration and Customs Enforcement

### Student and Exchange Visitor Program

#### SEVP Fact Sheet 1506-08: Designated School Official Submissions

**Issue Date:** February 17, 2016

**Effective Date:** February 17, 2016

**Supersedes:** DSO Update Process Fact Sheet

**Status:** Final

#### Purpose/Background:

This fact sheet explains how the Student and Exchange Visitor Program (SEVP) has restructured its process for submitting new principal designated school officials (PDSOs) and designated school officials (DSOs) and changing P/DSO information.

**The new process requires a complete P/DSO submission, which includes submitting the P/DSO update request and supporting evidence all at once. If documentation is missing at the time of submission, the P/DSO submission will be considered incomplete and may be subject to cancellation. For more information, go to the *Procedure* section.**

#### Definitions:

1. **DSO:** A regularly employed member of the school administration who has an office at the school and whose compensation does not come from commission for recruiting foreign students.<sup>1</sup>
  - Must be compensated
  - May not carry out DSO duties as a volunteer or unpaid activity
2. **PDSO:** Includes all of the duties of a DSO, but with additional responsibilities mentioned in the following:
  - Updating the Student and Exchange Visitor Information System (SEVIS) to reflect the addition or deletion of any DSO to the PDSO's associated campus.

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<sup>1</sup> See 8 *CFR* 214.3(l)(1) for a complete definition of DSO and 8 *CFR* 214.3(l)(1)(ii) for a complete definition of PDSO.

- Applying for recertification
  - Adding or deleting any instructional sites.
  - Serving as the point of contact with SEVP on any issues that relate to school compliance with regulations.
  - Responding to SEVP regarding SEVIS-generated system alerts, such as the Annual DSO Verification.
3. **Head of School:** An authorized senior official of a school or school system (e.g., the owner, president, chief executive officer, chancellor, or superintendent) with the authority to legally commit the school or system to fulfill the regulatory requirements of SEVP certification and to submit legal actions (e.g., appeals) on behalf of the school. The head of the school system is the same person for all schools in the school system.

**Policy:**

1. **Failure to submit a complete P/DSO submission.** A P/DSO submission is complete if it is accompanied with all supporting evidence. According to this fact sheet, failure to submit a complete DSO submission may result in a cancellation of the school’s petition to add a new school official. Cancellation for lack of initial evidence is not a derogatory adjudication and does not limit the ability of the school to resubmit the nomination.
2. **Rejection or withdrawal of a P/DSO submission.** The U.S. Department of Homeland Security (DHS) “may, at its discretion, reject the submission of any individual as a DSO or withdraw a previous submission by a school of an individual.”<sup>2</sup>
3. **Compliance with DHS regulations.** In submitting the Form I-17, “Petition for Approval of School for Attendance by Nonimmigrant Student,” school officials certify that DSOs signing the form have read, understand and intend to comply with the following DHS regulations:

Subject	DHS Regulation
Nonimmigrant students	8 CFR 214.1, 8 CFR 214.2(f), and/or 8 CFR 214.2(m)
Change of nonimmigrant classification	8 CFR 248
School certification and recertification	8 CFR 214.3 and/or 8 CFR 214.4

4. **Willful misstatements and submission of an unqualified DSO.** Willful misstatements and submission of an unqualified individual for approval as a DSO may constitute

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<sup>2</sup> 8 CFR 214.3(l)(2)

perjury, per 18 U.S.C. 1621. In addition, DSOs' noncompliance with the regulations cited in 8 *CFR* 214.3(a)(1)(ii) through ignorance and/or failure to seek guidance from SEVP may constitute perjury (e.g., sharing usernames or passwords is a violation of DHS Sensitive Systems Policy Directive 4300A).<sup>3</sup>

## **Procedure:**

**I. Submitting P/DSO changes with other updates to the petition in SEVIS.** While schools should update the Form I-17 as changes occur (within 21 days, per 8 *CFR* 214.3(g)(2)(i)), schools should note that requests to add school officials are a priority and are advised that submitting a request to add P/DSOs along with other petition edits will likely delay the review process. For this reason, we encourage all P/DSO updates to be made independent of any other update to the Form I-17 petition.

**II. Unlocked SEVIS Petition- If you can make edits to the Form I-17 petition in SEVIS.**

### **A. Submit P/DSO Request**

- i. Gather all supporting evidence as detailed in *Section IV – Supporting Evidence*.
- ii. Login to SEVIS at <https://egov.ice.gov/sevis/>, make any school official changes and click submit.
- iii. Immediately following the SEVIS submission, submit the supporting evidence to [FormI17SupportingEvidence@ice.dhs.gov](mailto:FormI17SupportingEvidence@ice.dhs.gov)

**III. Locked SEVIS Petition- If you cannot make edits to the Form I-17 petition in SEVIS.**

### **A. Submit P/DSO Request**

- i. Submit a P/DSO request via email to [FormI17SupportingEvidence@ice.dhs.gov](mailto:FormI17SupportingEvidence@ice.dhs.gov) with the school's name and SEVIS school code in the subject line of the email. Include the following information listed below under "a" and "b" in the email:
  - a) A letter on the school's official letterhead signed by current PDSO (if available) or the head of school with the following information included:
    - Name of new P/DSO(s)
    - Position title of new P/DSO(s)
    - School address
    - School code
    - Work address of new P/DSO(s)
    - Office telephone number
    - Email addresses of new P/DSO(s)
    - If known, existing SEVIS user name for new P/DSO(s)
    - Reason the current PDSO is unable to submit the update(s) in SEVIS
    - If assigning a new PDSO, will the outgoing PDSO be removed from the Form I-17 or reassigned as a DSO?
    - Role assignment (PDSO or DSO) for each campus that the school official(s) will serve, include campus address.

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<sup>3</sup> [DHS Sensitive Systems Policy Directive 4300A, version 11.0, Policy ID 5.1.1.c](#)

- b) Gather and submit the applicable evidence as detailed in *Section IV – Supporting Evidence*.

## IV. Supporting Evidence

### A. Email Address for Submitting Supporting Evidence

- i. Submit all evidence via email to [FormI17SupportingEvidence@ice.dhs.gov](mailto:FormI17SupportingEvidence@ice.dhs.gov) with the school's name and SEVIS school code in the subject line of the email.

### B. Proof of Citizenship or Lawful Permanent Residence (LPR)

- i. For a P/DSO submission, submit one of the following as proof of U.S. citizenship or lawful permanent residence (LPR):
- U.S. passport or passport card
  - U.S. birth certificate or birth certificate card
  - Alien registration card
  - Naturalization/citizenship certificate
- ii. If the proof of U.S. citizenship or LPR contains names other than those listed on the Form I-17A, "Record of Designated School Officials," a copy of the court order(s) granting the P/DSO name change(s) (e.g., marriage or divorce certificate) must be submitted.

**Note:** SEVP will not accept a driver's license or social security card as evidence.

### C. Form I-17

- i. Print, sign and submit the Form I-17 petition with appropriate signatures. If you cannot edit your Form I-17 petition in SEVIS due to a pending update or your school is in recertification, you can still login, access and print your Form I-17 in SEVIS. SEVP will accept handwritten changes to the Form I-17 for school official updates. If your PDSO has left the school and your school does not have access to login to SEVIS, you will not be able to access the Form I-17 petition. In this case, please let SEVP know upon evidence submission.
- ii. Sign the Form I-17 petition with the appropriate signatures on the correct pages as detailed in the chart below.

The screenshot shows the SEVIS Student & Exchange Visitor Information System interface. The top navigation bar includes links for Main, Help, Tutorial, and Logout. The main content area is titled 'Campus Information [Page 5 of 5]'. It displays a table with two campuses:

Campus Name	Mailing Address	Location	Command
Institute of the Brain	2230 Tuxton Lane Damascus, MD 20876	Damascus, MD	Officials
School of Dance and Design	808 Carolina Avenue Durham, NC 27705	Durham, NC	Update/Delete Officials

Below the table, there are buttons for 'Print', 'Next', and 'Print I-17 Form'. A red arrow points to the 'Print I-17 Form' button. At the bottom, a note states: 'Please Note: Add any additional campuses then click the Officials link to assign SEVIS roles to the school officials before submitting the I-17.'

The chart summarizes the required evidence and Form I-17 signatures for each type of P/DSO request.

Action	Required Evidence	Required Signatures
Add DSO	<ul style="list-style-type: none"> <li>Signed Form I-17</li> <li>Proof of U.S. citizenship or LPR</li> </ul>	<ul style="list-style-type: none"> <li>Form I-17, page 3: PDSO</li> <li>Form I-17A, page 4 for each campus: PDSO</li> <li>Form I-17A for each campus: new DSO</li> </ul>
Add PDSO	<ul style="list-style-type: none"> <li>Signed Form I-17</li> <li>Proof of U.S. citizenship or LPR</li> </ul>	<p>If the outgoing PDSO will stay at the school:</p> <ul style="list-style-type: none"> <li>Form I-17, page 3: outgoing PDSO</li> <li>Form I-17A, page 4 for each campus: Head of school</li> <li>Form I-17A for each campus: new PDSO</li> </ul> <p>If outgoing PDSO is leaving the school:</p> <ul style="list-style-type: none"> <li>Form I-17, page 3: Head of school</li> <li>Form I-17A, page 4 for each campus: Head of school</li> <li>Form I-17A for each campus: new PDSO</li> </ul>
Edit School Official Legal Name	<ul style="list-style-type: none"> <li>Signed Form I-17</li> <li>Proof of legal name change</li> </ul>	<p>Signatures required for name change only:</p> <ul style="list-style-type: none"> <li>Form I-17, page 3: PDSO</li> <li>Form I-17A, page 4 for each campus: PDSO</li> <li>Form I-17A for each campus: official whose name changed</li> </ul>
Change campus role assignments	<ul style="list-style-type: none"> <li>Signed Form I-17</li> </ul>	<p>Change in DSO campus assignments:</p> <ul style="list-style-type: none"> <li>Form I-17, page 3: PDSO</li> <li>Form I-17A, page 4 for each campus: PDSO</li> <li>Form I-17A for each campus: DSO</li> </ul> <p>Change in PDSO assignment:</p> <ul style="list-style-type: none"> <li>Form I-17, page 3: PDSO</li> <li>Form I-17A, page 4 for each campus: Head of school</li> <li>Form I-17A for each campus: new DSO</li> </ul>
Delete Official	None	No signature required

### Resources for School Officials

- [DSO Training](#)
- [Job Aid](#)
- [Form I-17 SEVIS User Manual](#)

## **Contact SEVP**

Email all supporting evidence for school official information and submissions to [FormI17SupportingEvidence@ice.dhs.gov](mailto:FormI17SupportingEvidence@ice.dhs.gov).

For questions about the DSO update process, please contact the SEVP Response Center at [SEVP@ice.dhs.gov](mailto:SEVP@ice.dhs.gov) or call 703-603-3400.

For any technical issues with SEVIS, please contact the SEVIS Help Desk at [SEVISHelpDesk@ice.dhs.gov](mailto:SEVISHelpDesk@ice.dhs.gov) or call 1-800-892-4829.

## **References**

*8 U.S.C. 1101(a)(15)(F) and (M)*

*8 CFR 103.2(b)(8)(ii)*

*8 CFR 214.2(f) and (m)*

*8 CFR 214.3*

*8 CFR 214.3(g)(2)(i)*

*8 CFR 214.4*